**Competency Assessments**

**Project 12-1: Add a Cover Page**

**In your job at Books and Beyond, you continue to work on documents that will be part of the employee handbook. You will look for a template cover page and add text to the placeholders.**

**GET READY. LAUNCH** Word if not already running.

**1. OPEN** a blank document.

**2.** Click the **File** tab, then **New**.

**3.** In the Search Office.com for templates box, key **cover page**. Click the Start searching **right arrow** or press the **Enter** key.

**4.** Select **Student Report Notebook Kit** and then click the **Download** button. A cover page is inserted in the document.

**5.** Key **Books and Beyond** as the company name (where school name is).

**6.** Key **Employee Handbook** as the document title (where Report Notebook is).

**7.** Key **First Edition** as the document subtitle (where room number is).

**8.** Key **Isabel Silver** (where student name is).

**9.** For the current year, key, **20XX** (where class name is).

**10.** Delete all other pages of the document.

**11. SAVE** the document as ***handbook cover*** and then **CLOSE** the file.

**LEAVE** Word open for the next project.

**Project 12-2: Books and Beyond**

**You work at Books and Beyond and your manager has asked you to work with this document and create separate files. In your computer class, you learned about master and subdocuments and are aware that separate files are automatically created when creating subdocuments.**

**GET READY**. **LAUNCH** Word if not already running.

**1. OPEN *booksbeyond*** from the lesson folder.

**2.** Click the **File** tab, then **Save As**. Use the scroll bar to locate your USB flash drive. In the Save As dialog box, click the **New Folder** button and create a new folder in your USB flash drive and name it **BOOKS BEYOND**.

**3.** In the File name box, key **master\_books** and click the **Save** button to save in the BOOKS BEYOND folder.

**4.** Select the heading, **Acknowledgement**. In the Styles group of the Home tab, select **Heading 1**.

**5.** Select the **Introduction** heading. In the Styles group, select **Heading 1**.

**6.** Select the **General Performance Expectations Guidelines** heading. In the Styles group, select **Heading 1**.

**7.** Click the **View** tab, and in the Document Views group click the **Outline** button.

**8.** In the Outline Tools group of the Outlining tab, click the **drop-down arrow** by Show Level to display **Level 1**.

**9.** Click the **plus (+)** symbol next to General Performance Expectation Guidelines.

**10.** On the Outline Tools group, click the **Demote** button. The General Performance Expectation Guideline heading is now a Level 2.

**11.** On the Master Document group, click the **Show Document** button.

**12.** Select the **plus (+)** symbol by next to Acknowledgement to select the heading and contents under that header. Click the **Create** button in the Master Document group.

**13.** Select the **plus (+)** symbol by Introduction to select the heading and contents under that heading. Click the **Create** button in the Master Document group.

**14.** Click the **Save** button on the Quick Access Toolbar and then close the file.

**15. OPEN** the ***master\_books*** document and preview your document in the Outlining tab, and then **CLOSE** the file.

**LEAVE** Word open for the next project.

**Proficiency Assessment**

**Project 12-3: Interview Thank-You Letter**

**As the assistant to the Director of Human Resources at Whitbeck Technologies, one of your responsibilities is preparing letters for candidates for a second interview. You decide to find a template in Word to help you with the wording and format.**

**GET READY**. **LAUNCH** Word if not already running.

**1. OPEN** the **Templates screen** in Backstage.

**2.** Browse to the Letters: Employment and resignation letters: Interview Letters category.

**3.** Download the **Confirmation of Second Interview** letter. Replace the other fields in the document by keying the following information where indicated:

[Your Name]: **Hazel Loera**

[Street Address]: **1243 Angel Drive**

[City, ST ZIP Code]: **Modesto, CA 45632**

[Recipient Name]: **Joe Villanueva**

[Title]: **Marketing Manager**

[Company Name]: **Contoso Pharmaceuticals**

[Street Address]: **5683 Boston Street**

[City, ST ZIP Code]: **Jasper, IN 70023**

[Recipient Name]: **Mr. Villanueva**

[Date]: **January 10, 20XX**

[Time]: **9:00 am**

[Date]: **January 20**

[Time]: **8:30 am**

[Phone Number]: **999-999-9999**

[Your Name]: **Hazel Loera**

[Title]: **Director of Human Resources**

**4. SAVE** the document as ***interview\_thanks*** in your USB flash drive in the lesson folder and **CLOSE** the file.

**LEAVE** Word open for the next project.

**Project 12-4: Computer Use Policy**

**You are putting your computer skills to use and feel more confident in creating subdocuments. Your task is to create and rearrange the subdocuments.**

**GET READY**. **LAUNCH** Word if not already running.

**1. OPEN** the ***computerusepolicy*** document from the lesson folder.

**2.** Create a new folder in your USB flash drive and name it **COMPUTER\_POLICY**.

**3.** Save the document in the COMPUTER\_POLICY folder as ***master\_policy***.

**4.** Change the view to **Outline** View.

**5.** Click the Show Level **drop-down arrow** in the Outline Tools group of the Outlining tab to display **two levels**.

**6.** Click the **Show Documents** button on the Master Document group to display the additional commands.

**7.** Select the individual headings by clicking the **plus (+)** symbol, then click the **Create** button to create subdocuments for each section.

**8.** Click the **Save** button on the Quick Access Toolbar to save the ***master\_policy*** document.

**9.** Select the **plus (+)** symbol by Section Four. Click the **Move Up arrow** in the Outline Tools group until Section Four is above Section Two. (Hint: Make sure you see two continuous section breaks above Section Four and below Section One.)

**10.** Select the **plus (+)** symbol in Section Four, then click the **Create** button in the Master Document group to create a subdocument. Section Four and Section Two are in a border.

**11.** Select the text **FOUR** in SECTION FOUR and key **TWO** in uppercase.

**12.** Renumber each section appropriately and key in uppercase. Section TWO is now Section **THREE**, and Section THREE is now Section **FOUR**.

**13. SAVE** the ***master\_policy*** document in your USB flash drive in the COMPUTER\_POLICY folder and close the file.

**14. OPEN** the ***master\_policy*** document and view document with hyperlinks.

**15. SAVE** the document in your USB flash drive in the COMPUTER\_POLICY folder.

**LEAVE** Word open for the next project.

**Mastery Assessment**

**Project 12-5: Fax Cover Sheet**

**In your position at Tech Terrace Real Estate, you frequently have to fax documents and need an attractive cover sheet. You decide to see what templates are available for faxes.**

**GET READY**. **LAUNCH** Word if not already running.

**1.** Click the **File** tab, then **New**.

**2.** Under the Faxes category, select **Fax cover sheet (Blue Gradient design)**.

**3.** Replace the fields in the fax document by keying the following information where indicated:

To: **Leonard Lachmann**

From: **Aggie Becker**

RE: **Update on Property**

Fax: **999-999-9989**

Pages: **3**

**4. SAVE** the document as ***fax\_cover*** and then **CLOSE** the file.

**LEAVE** Word open for the next project.

**Project 12-6: Stock Agreement**

**You are preparing the stock agreement document for a committee. The committee will be working on this document during a scheduled meeting time. Your task is to prepare the document and separate it into seven sections and rearrange the document before the meeting.**

**GET READY**. **LAUNCH** Word if not already running.

**1. OPEN** the ***stock\_agreement*** document from the lesson folder.

**2.** Create a new folder in your USB flash drive and name it **AGREEMENTS**.

**3.** Save the document in the **AGREEMENTS** folder as ***master\_agreement***.

**4.** Select **Section One**, **Section Two**, **Section Three**, **Section Four**, **Section Five**, **Section Six**, **Section Seven**, and identify as a **Heading 1** style. **Center** each heading.

**5.** Under each of the sections is a subheading; select and add as a **Heading 2** style. Center each subheading.

**6.** Create a subdocument for Sections One through Seven.

**7. SAVE** the document in your USB flash drive in the AGREEMENT folder and close the ***master\_agreement*** file.

**8.** OPEN the ***master\_agreement*** document.

**9.** Format Sections One through Seven by increasing the font size to **16** pts and selecting **Dark Blue** in the Standard Colors.

**10.** Move Section Four below Section Six and renumber.

**11. SAVE** the document in your USB flash drive in the AGREEMENTS folder.

**CLOSE** Word.